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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Budget Division

DATE: 21 JUL 1960

FROM : Chief, Special Projects Branch

SUBJECT: Activity Report, Special Projects Branch, Budget Division

I. PURPOSE

1. This memorandum serves the purposes of (a) reporting progress made by the Special Projects Branch, Budget Division, and an outline of the activities during Fiscal Year 1960, and (b) plans to expand budgetary control for Fiscal Year 1961.

II. BUDGETS

2. During the early part of the 1960 Fiscal Year, accompanied by a representative of the SSA/DDS, we visited several of the Support and Budget Officers of the DD/P Area Divisions for the purpose of briefing them relative to the requirements for submission of proprietary project budgets to the Budget Division. Budgets from the following proprietary [REDACTED] projects have been received for Fiscal Year 1960.

	<u>Division</u>	<u>Name of Project</u>	<u>Division</u>	<u>Name of Project</u>
25X1A2D1	IO	[REDACTED]		
	IO	[REDACTED]		
	IO	[REDACTED]		
	IO	[REDACTED]		
	IO	[REDACTED]		
	IO	[REDACTED]		
	IO	[REDACTED]		
	IO	[REDACTED]		

3. With the exception of the three large IO Division projects, the budget presentations varied from simple estimates of disbursements to well presented, detailed estimates of income and expenditures. In some instances we prepared the format of the budgets. All budgets received were analyzed and processed, and those requiring clarification were discussed with the respective division case officers.

III. FINANCIAL STATEMENTS

4. As financial statements have been received, comparison of expenditures have been made with the budget estimates in such categories

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or detail as appeared appropriate in order to make a reasonable comparison. In those instances where the comparison reflected either a substantial increase or decrease in income or expenditures against the budget estimates, the situation was brought to the attention of the case officer. Accordingly, adjustments to the funding schedules were made nearing the close of the fiscal year.

IV. FUNDS AVAILABLE

5. All of the large proprietary projects and many of the smaller proprietary projects have been reviewed to determine if such projects maintain cash balances and/or investments in excess of their normal operating requirements. The results of action taken and anticipated action is described by project as follows:

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a. Reviewed and processed budgets, amendments, and/or adjustments submitted by the projects; assisted in the preparation of Comptroller's memorandum to the PRC and the DCI recommending amounts, conditions, and limitations of projects; submitted project amendments to Chief, Budget Division, for approval.

b. Reviewed and processed financial statements, including reconciliation of net assets to the revolving fund.

c. Prepared funding schedules reflecting outside income as well as Agency support.

d. Concurred in cash advances to the cover activities.

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e. Prepared analysis of activities for the "Eyes Only" Congressional Budget Supplement.

f. Coordinated with the cover activity personnel and/or the IO Division case officers on the above and other problems relating to fiscal and budgetary procedures.

g. Prepared annual comparative balance sheets, income statements, application of funds statements, and statements of authorizations, allotments, and expenditures.

h. Reviewed and proposed recommendations relative to administrative plans and amendments thereto.

i. Reviewed audit reports for possible leads on improving the general fiscal and budgetary procedures.

j. Reviewed retirement plans proposed by the cover activities: Attended meetings and drafted memoranda stating the Comptroller's objections to certain provisions of the retirement plans.

VI. PLANS FOR FY 1961

7. In addition to the above functions it is planned for Fiscal Year 1961 that:

a. We will attempt to obtain agreement with the operating divisions that in no instance will the projects maintain cash balances in excess of three months' requirements and preferably not more than two months' requirements depending upon the circumstances;

b. Due to the interim advances to Projects [REDACTED] and [REDACTED] the revolving funds of those projects may be reduced by approximately \$500,000 and \$250,000 respectively;

c. Budgets will be requested from many of the other proprietary projects;

d. Inasmuch as almost all of the large subsidy projects are field funded and controlled, it will be difficult to obtain periodic and timely financial statements for comparison with

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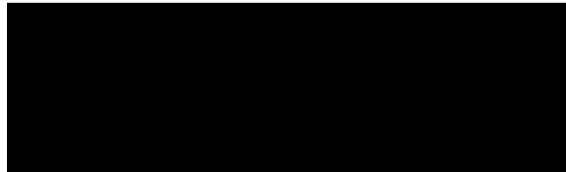
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those budgets which may be submitted. Attempt will be made in this area, however, more cooperation will be required from the DD/P case officers than has formerly been given;

e. A closer review will be made of statements of financial condition to determine the composition of assets and the continued requirement for such assets.



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